

Case Number:	PB		RECEIVED BY TOWN CLERK
Date Submitted:			
Hearing Date:			



TOWN OF EASTHAM PLANNING BOARD SITE PLAN SPECIAL PERMIT EASTHAM CORRIDOR SPECIAL DISTRICT (ECSD)

2500 State Highway, Eastham, MA 02642
All Departments 508-240-5900
www.eastham-ma.gov

- Application must be completed in its entirety to avoid delays in processing.
- Form must be received by Planning Department with appropriate fees, prior to filing deadline.
- **Submittal must include a denial letter or zoning determination from the Eastham Building Commissioner.**
- File one (1) original and twelve (12) copies of this application with 11"x17" project plans with the Planning Department.

Site Plan Special Permit Approval. Approval shall be granted only upon a favorable vote of a super-majority of the Planning Board upon a determination that all of the requirements listed in Section V, District I, subsection G, ECSD District Wide Development Standards, have been satisfied following a public hearing.

Property Address: _____ **Map:** _____ **Parcel:** _____

Zoning District:

CORE COMMERCIAL	<input type="checkbox"/>	TRANSITION COMMERCIAL	<input type="checkbox"/>	OFFICE RESIDENTIAL	<input type="checkbox"/>	LIMITED COMMERCIAL	<input type="checkbox"/>	TRADE PARK	<input type="checkbox"/>
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Building Commissioner's Letter of Denial or Zoning Determination Attached: YES ____ NO ____

OWNER NAME:	APPLICANT NAME*
Owner Address:	Applicant Address:
City, State, ZIP:	City, State, ZIP:
Phone:	Phone:
Email:	Email:
Owner Signature:	Applicant Signature:
<i>If there are multiple owners of a property (i.e. an Association), please list names and signatures and attach.</i>	<i>*If applicant is not the owner of record of the property, written authorization from the owner must accompany this application.</i>
CONTACT/REPRESENTATIVE*:	
Name:	Phone:
Mailing Address:	Email:

Total Acreage: _____

Are there any existing Special Permits or Variances associated with this property? Yes ____ No ____

Description of Proposal *(Please attach separate narrative if additional space is needed):*

SITE PLAN SPECIAL PERMIT REVIEW CATEGORIES - CHECK ALL THAT APPLY		ENTER PROPOSED SIZES/DIMENSIONS/AMOUNTS
<input type="checkbox"/>	Exterior construction or expansion of structure(s) resulting in an increase greater than 3000 sf of the building footprint or exterior of building or site area	Proposed Square Footage/Site Area:
<input type="checkbox"/>	Use requiring a Special Permit per Table of Uses	Proposed Use:
<input type="checkbox"/>	Formula Business <i>Formula Business = A retail business, restaurant, or other food service establishment which does or is required by contractual or other arrangement such as a franchise to maintain two (2) or more of the following items:</i> 1. <i>Standardized (formula) array of services and/or merchandise, trademark, or logo;</i> 2. <i>Standardized exterior architecture, décor, or color scheme;</i> 3. <i>Standardized signage;</i> <i>and these features are the same as or substantially the same as ten (10) or more such establishments, regardless of ownership or location</i>	Attach background/supporting information::
<input type="checkbox"/>	New curb cut onto Route 6	# New Curb Cuts: ____
<input type="checkbox"/>	Creation of greater than 10 additional parking spaces	# Parking Spaces proposed: ____
<input type="checkbox"/>	Creation of new or change to existing Route 6 access	New Access: ____ Change Existing Access: ____
<input type="checkbox"/>	4 or more new dwelling units, principal or accessory use	# New Principal Dwelling Units: ____ # New Accessory Units: ____
<input type="checkbox"/>	Outside display of devices, goods or other objects for sale, rent or for the promotion of the business outside, if kept in place after daily business hours	Provide information describing number, type and location of proposed display devices:
<input type="checkbox"/>	For Pre-Existing Non-Conforming Structures/Uses: A pre-existing, non-conforming structure or use that proposes to change or expand more than 1,000 square feet of building footprint or of exterior building area or site area require a Special Permit in accordance with Section V, District I, subsection K, ECSD Site Plan Special Permit. <u>The specific change or expansion</u> shall comply with all dimensional standards in the ECSD, including building setback, parking location, maximum building footprint, façade variation, landscaping, and Route 6 access.	
<input type="checkbox"/>	The <u>specific change or expansion</u> shall comply with all dimensional standards in the ECSD	Attach description/plans/checklist indicating compliance for the specific change(s) proposed:

1. Proposed Site Coverage Calculation:

PROPOSED SITE COVERAGE				
GROSS HORIZONTAL AREA	STRUCTURE	ATTACHED ROOFED STRUCTURE (SQ.FT.)	DETACHED ROOFED STRUCTURE (SQ. FT.)	TOTALS (SQ. FT.)
BASEMENT				
FIRST FLOOR				
SECOND FLOOR				
THIRD FLOOR				
TOTAL				

Note: See Eastham Zoning Bylaw Section III for Site Coverage definition.

2. Proposed Site Coverage (Total): _____ sq. ft.

3. Lot Size: _____ sq. ft.

4. Proposed Site Coverage Ratio: _____ % [Site Coverage (2) ÷ Lot Size (3)]

5. Existing Site Coverage: (if a reconstruction project)

EXISTING SITE COVERAGE				
GROSS HORIZONTAL AREA	STRUCTURE	ATTACHED ROOFED STRUCTURE (SQ.FT.)	DETACHED ROOFED STRUCTURE (SQ. FT.)	TOTALS (SQ. FT.)
BASEMENT				
FIRST FLOOR				
SECOND FLOOR				
THIRD FLOOR				
TOTAL				

6. Existing Site Coverage (Total): _____ sq. ft.

7. Existing Site Coverage Ratio: _____ % [Site Coverage (6) ÷ Lot Size (3)]

8. Site Coverage Increase: _____ sq. ft.

9. Percentage of Expansion: _____ % [Site Coverage Increase (8) ÷ Lot Size (3)]

10.

FRONT SETBACK		REAR SETBACK		SIDE SETBACK 1		SIDE SETBACK 2	
EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED

Note: See Eastham Zoning Bylaw Section IX.B for Setback Requirements.

*Please be advised that by making this application, you are authorizing the Planning Board members and their agents to make site inspection of your property. It is imperative that the Street and Property in question are marked. This form must be filled out completely. Please contact Town Planner with any questions prior to filing deadline. **Failure to include all information &/or plans and documentation could cause a delay or denial of your project.***

Application Instructions: Major Site Plan Approval EASTHAM CORRIDOR SPECIAL DISTRICT

Completed forms, plans and supporting information must be received by the filing deadlines posted in the Planning Board's office with the appropriate fee to be assigned to the earliest possible meeting at which the case can be heard. The Planning Board shall hold a hearing within sixty-five (65) days of receipt of a completed application and shall make a decision within ninety (90) days of opening the public hearing. Abutter notification will be done by the Planning Board office. Associated fees for this application are \$250.00 filing fee, \$25.00 for the certified list and labels, plus \$8.00 per abutter for the meeting notice by certified mail and notice of final decision by regular mail.

- ☐ Filing Fee (\$250.00)
- ☐ Abutter Certification (\$25.00)
- ☐ Abutter Mailing Fee (\$8.00 per Abutter)
- ☐ Original plus twelve (12) copies of the application along with original plus twelve (12) sets of plans, including floor plan, elevation and septic design, and supporting information shall be filed with the Planning Board.
- ☐ **Denial Letter or Zoning Determination from Building Commissioner**
- ☐ Schedule of Construction Procedures (*Including any proposed removal or demolition of major structural components - required for all renovations, alterations or additions*)
- ☐ Narrative statement describing the project.
- ☐ Building Floor Plans and Elevations (Existing & Proposed) - (*Reduced size plans acceptable 11x17*)
- ☐ **A checklist showing compliance with the design standards and/or dimensional requirements**

- ☐ **All site plans shall be prepared by a Registered Professional Land Surveyor or a Registered Professional Civil Engineer.** All site plans shall be on standard 11" x 17" sheets, and each shall be at a defined scale suitable for the content of the topic covered on the sheet and shall include the following:
 - ☐ The location and boundaries of the lot, adjacent street/ways and a list showing names and addresses of direct abutters and abutters to the abutters within 300 feet,
 - ☐ Existing and proposed topography showing 2-foot contours, identifying the datum (i.e., "benchmark") used and significant land features, natural and man-made, including, but not limited to, the location of wetlands, streams, bodies of water, drainage swales and areas subject to flooding,
 - ☐ Existing and proposed structures, including dimensions and all elevations,
 - ☐ The existing and proposed location of loading areas, driveways, walkways, access and egress points, and the location and number of parking spaces,
 - ☐ The location and description of all proposed on site wells, water supply systems, storm drainage systems, utilities, sites for enclosed refuse containers and location and capacity of septic systems,
 - ☐ Proposed landscape plan showing the location and description of screening, fencing, plantings, significant trees and finished grade contours,
 - ☐ The location and description of existing signs and the location and a sketch of proposed signs,
 - ☐ The location and description of existing and proposed open space or recreation areas,
 - ☐ A lighting plan showing existing and proposed exterior lighting, including building and ground lighting,
 - ☐ A plan for the control of sedimentation and erosion if applicable,
 - ☐ All easements, restrictions and covenants,

PLEASE ATTACH WRITTEN REQUEST FOR WAIVERS FOR ANY ITEMS ON CHECKLIST

I acknowledge that the above information is included in the application OR I have indicated items seeking waivers (W). Omitting an item could result in a delay in processing your application.

X (please sign) _____

Questions regarding the applicability of any of the above requirements to a specific project can be addressed to the Zoning Officer (Building Commissioner) or Town Planner. Applicable fees must be submitted with the application.